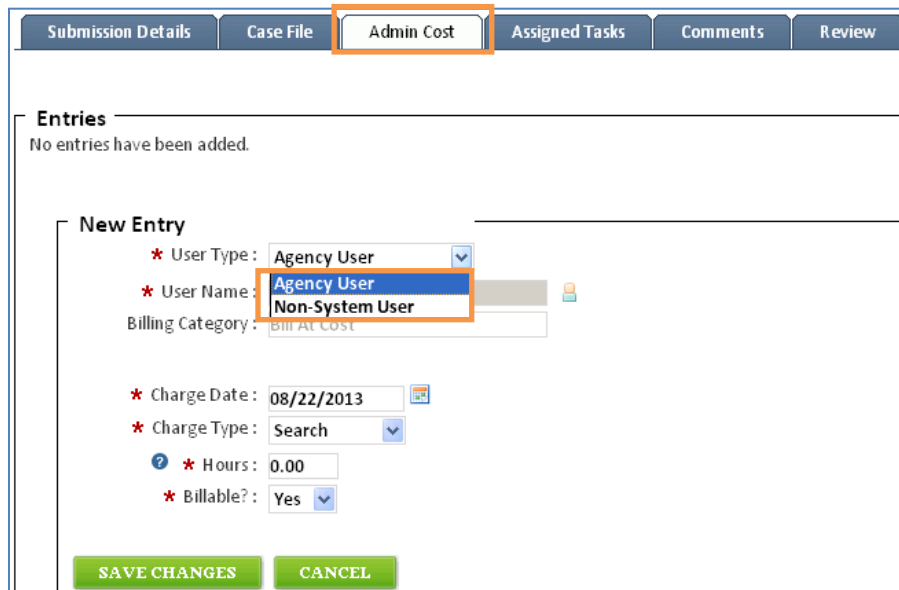# Quick Reference Guide
FOIAonline

How to Calculate Administrative (ADMIN) Cost

This Quick Reference Guide provides instructions for entering **Admin Costs** in FOIAonline. Admin Cost is the costs an agency expends in processing a FOIA request.

1. Open the request.
2. Click on the "Admin Cost" tab. (Figure 1)

Figure 1: Admin Cost

3. Under "**User Type**," select either "**Agency User**" or "**Non-System User**." (Select "**Agency User**" when the individual has a FOIAonline account. Select **"Non-System" User** when cost information must be entered for an individual who <u>does</u> <u>not</u> have a FOIAonline account.)
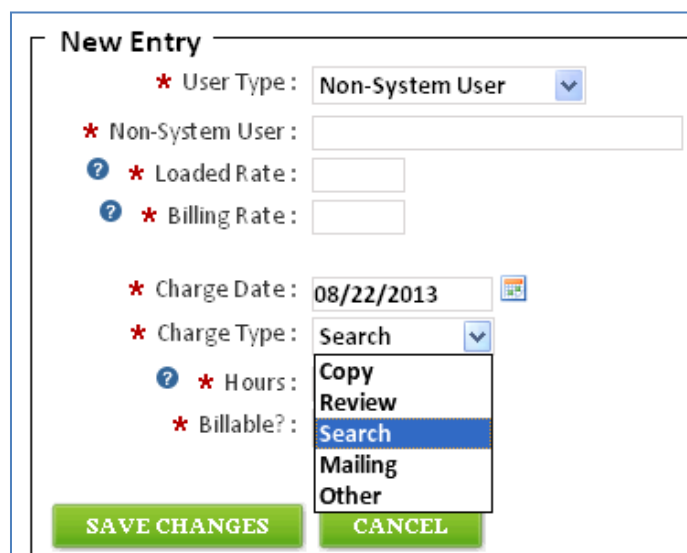
    If a **Non-System User**,
    a. Enter the individual's name.
    b. Enter a "**Loaded Rate**" of $69.52 per hour.
    c. Enter a "**Billing Rate**" according to the individual's fee category. (Manager rate is $41.00 per hour; Professional rate is $28.00 per hour and Clerical rate $16.00 per hour.)
    If a "**System User**", all rates are pre-loaded.

4. Under "**Charge Date**" enter the date of the action.
5. Under "**Charge Type**" enter the type of activity.
6. Under "**Hours**" enter the time spent on the activity.
7. Under "**Billable**" enter "**Yes**" or "**No.**" (Enter "**No**" when the costs are not billable to the requester (e.g., consulting with an Agency attorney, request not processed timely, etc. Enter "**Yes**" for costs that will be billed to the requester.)

Figure 2: Admin Cost, Non-System User

8. Click the "Save Changes" button.